

**Chairman**  
R. Clay Jackson

**Vice-Chairman**  
Charlotte Hoffman

**BOARD MEMBER**  
Amber Foster  
Kevin McGhee  
Carlton Yowell

## Madison County Board of Supervisors



**County Administrator**  
Jack Hobbs

**County Attorney**  
Sean D. Gregg

302 Thrift Road  
P. O. Box 705  
Madison, Virginia 22727  
(540) 948-7500 (ph)  
(540) 948-3843 (fax)

**Da:** May 12, 2021

**To:** Procurement File

**Fr:** Jack Hobbs, County Administrator

**Re:** Sole Source Determination for Project Management Services

The above-captioned study is necessary to support the evaluation and need for project management work associated with the:

- financial software upgrade project (P.O. dated May 12, 2021)

This memo is to be posted on the Madison County web site as the notice required under §2.2-4303E of the Code of Virginia.

---

### § 2.2-4303. Methods of procurement.

E. Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the Department of General Services' central electronic procurement website or other appropriate websites, and in addition, public bodies may publish in a newspaper of general circulation on the day the public body awards or announces its decision to award the contract, whichever occurs first. Posting on the Department of General Services' central electronic procurement website shall be required of any state public body. Local public bodies are encouraged to utilize the Department of General Services' central electronic procurement website to provide the public with centralized visibility and access to the Commonwealth's procurement opportunities.

**Financial Software Project Management**

Pursuant to the following, it has been determined that there is only one source practicably available for this procurement:

<b>Description Item Procured</b>	Project Management Services for the Financial Software Replacement Project
<b>Contractor Selected</b>	Eric Morrow
<b>Date of Award</b>	May 12, 2021
<b>Purchase Order Date</b>	May 12, 2021
<b>Basis for Sole Source Determination</b>	<p>This work extends earlier similar work that was supposed to have been done by County staff. The compatibility of the qualifications of the individual that will be assigned to the project as well as availability to accomplish the work are unique to the current situation.</p> <p>The contractor is the only known provider practically available who has good familiarity with the problems at hand and that can be expected, the various software packages (including RDA), and municipal bookkeeping and has the capacity to support the project such that it can be delivered by December 31, 2021.</p>

The material attached to the purchase order, including the cost and price structure, has been found to be in a range expected for this procurement.